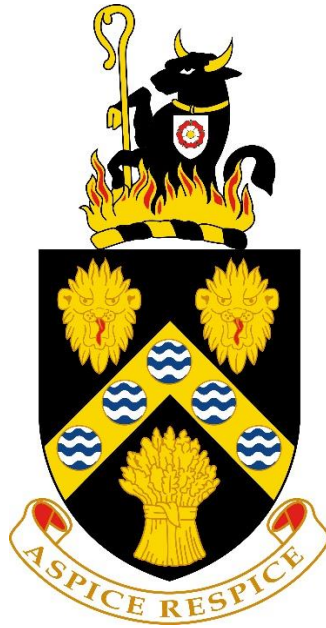


WELLINGBOROUGH TOWN COUNCIL



INVITATION TO TENDER

WELLINGBOROUGH FESTIVE LIGHT PROVISION 2024

SECTION 1 SUMMARY

1. Introduction:

- 1.1 Wellingborough Town Council invites tenders from eligible and qualified companies to provide Festive light decorations in designated areas as outlined in this document.
- 1.2 Tenderers must provide comprehensive proposals covering the supply, installation, removal and switch on and off, along with the maintenance of Festive light decorations in specified locations for a contract period of either 3 years or 5 years as well as storage when not in use.

2. Background information

- 2.1 Prior to 2024, the Festive light display was provided by North Northamptonshire Council (NNC) and the former Borough Council of Wellingborough.
- 2.2 The fixtures and electrical connections remain the property of NNC, but, the Town Council are granted the use of these fittings to provide the lighting display each year.
- 2.3 It will be the responsibility of the successful contractor who is awarded this contract to test each of the fittings and electrical connections each year to ensure they are fit for purpose.

3. Scope of Work:

- 3.1 The scope of work includes but is not limited to:

- Installation of wall-mounted and or over-street displays in Market Street/Orient Way.
- Installation of a cross-street display at the junction of Burystead Place.
- Installation of cross-street displays on Sheep Street, Silver Street, and Midland Road.
- Installation of cross-street and wall displays on Cambridge Street.
- Installation of cross-street or string lights on Gloucester Place.
- Installation of cross-street display on Pebble Lane
- Installation and lighting of a 22+ft Christmas tree. Alternatively, provide pricing to light up the existing tree on Market Street, in front of the Hind Hotel.
- Festoon along the tree line in All Hallows Church/Whitehorse Yard
- Switch on and off all lights for Diwali
- Switch on of the festive lights for the Christmas lights switch on event.
- Switch off before 6th January
- Remove off all lights after 6th January

4. Contract Options:

4.1 Tenderers must provide pricing for hire for both a 3-year and a 5-year contract.

5. Infrastructure Testing:

5.1 Tenderers must include testing of power and infrastructure required for the Festive light displays.

6. Call-Out Charges:

6.1 Tenderers must include any potential call-out charges that may apply for maintenance or emergency services during the contract period.

SECTION 2: TENDER PROCESS

1. General requirements

1.1 Quotations must be submitted in accordance with the following instructions and conditions. Any bidders that do not comply with these instructions or conditions may have their quote rejected.

2. Timetable

2.1 The procurement process is intended to follow the timetable below:

| | | |
|---|---|--|
| 1 | Invitation to tender issued | 25 th March 2024 |
| 2 | Clarification by interested parties submitted by | 19 th April 2024 |
| 3 | Deadline for responses | 26th April 2024 |
| 4 | Evaluation | 29 th April -3 rd May 2024 |
| 5 | Contract award recommendation to Finance and Governance Committee | 7 th May 2024 |
| 6 | Award notification by the Town Clerk | 13-16 th May 2024 |
| 7 | Ten-day voluntary standstill | 17 th -26 th May 2024 |
| 8 | Final award and initial project meeting | 3 rd -6 th June 2024 |
| 9 | Target installation date | 14-18 th October 2024 |

2.2 The council reserves the right to amend steps 8 and 9 of the timetable. The council reserves the right not to award the contract or amend the specifications and conditions.

2.3 Following submission of written quotations, bidders may be asked to attend one or more interviews and/or site visits to help understand the proposals made in the quotations.

2.4 Throughout the evaluation process, the council reserves the right to seek qualifications from bidders, where this is considered necessary to achieve an understanding of expertise to perform the contract safely in accordance with regulations.

3 Submission of quotation

3.1 Submissions of the tender response form, price schedule and supporting documents must be made by post to the following address, marked clearly 'DO NOT OPEN UNTIL 26th APRIL 2024':

Private and Confidential
Sally McLellan
Town Clerk
Wellingborough Town Council
Swanspool House
Doddington Road
Wellingborough
Northamptonshire
NN8 1BP

3.2 Submissions will not be opened until after the closing date and will be done in accordance with the Town Council's Financial Regulations (www.wellingboroughtowncouncil.gov.uk)

3.3 Any queries relating to the tender should be sent to clerk@wellingboroughtowncouncil.gov.uk by the specified date listed in the timetable.

4 Evaluation Criteria:

4.1 Quotations will be assessed using the evaluation criteria detailed below.

4.2 Weighting importance

| Interpretation | Weighting |
|-------------------|-----------|
| High Importance | 3 |
| Medium importance | 2 |
| Lower Importance | 1 |

4.3 Quality criteria

| | Weighting (A) | Quality Score (B) | Weighted Marks (C) (AxB=C) |
|---|---------------|-------------------|----------------------------|
| Adherence to the tender specification | 2 | 4 | 8 |
| Quality and creativity of the proposed Festive light designs | 3 | 4 | 12 |
| Implementation/delivery of the contract | 3 | 4 | 12 |
| Quality of materials | 2 | 4 | 8 |
| Sustainability | 1 | 4 | 4 |
| Ability to meet deadlines and provide reliable maintenance services | 2 | 4 | 8 |
| Adherence to regulations | 2 | 4 | 8 |
| Contractor's experience and reputation in similar projects | 3 | 4 | 12 |
| Maximum total weighted marks available | | | 72 |

4.4 Price

| | Weighting (A) | Quality Score (B) | Weighted Marks (C) (AxB=C) |
|--|---------------|-------------------|----------------------------|
| Cost-effectiveness of the proposed solution | 3 | 4 | 12 |
| Value for money | 2 | 4 | 8 |
| Additional charges for callout and maintenance | 2 | 4 | 8 |
| Maximum total weighted marks available | | | 28 |

4.5 The winning quotation is the one which scores the most points overall.

SECTION 3: SPECIFICATION

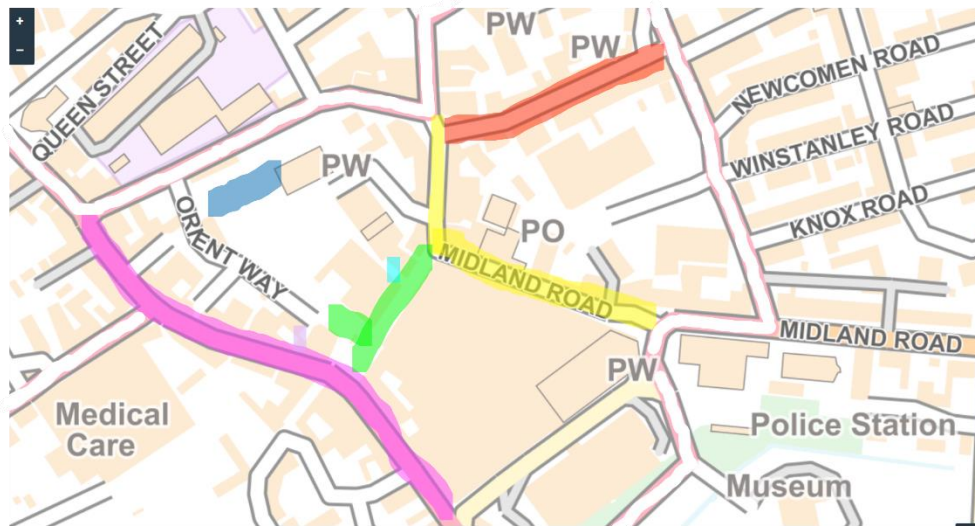
1. Design requirements.

- Energy-efficient illuminations. The design must include the daily cost that the Town Council would incur in operating the lights from 3 pm until midnight.
- High-quality fittings suitable for outdoor use, to last the length of the contract.
- Innovative, consistent scheme to complement the historical town. Details of the designs offered should be included.
- The design must ensure low levels of ongoing maintenance.
- The design must be robust and out of reach to avoid vandalism and/or removal by the general public.

Tenderers must provide a detailed breakdown of the proposed Festive light designs for each specified area, including any additional fittings and connections required.

The below provides an indication of locations and desired display, however, these are flexible at the discretion of the contractor to deliver a design which enhances the town.

| Required | | Desired | | | | | |
|--------------------------------|--------------------------|----------------------------|--------------|------------------------------------|-----------------|-------------|----------------------------|
| Item | Zone /Items per zone | | | | | | |
| | A | B | C | D | E | F | G |
| | Market Street/Orient Way | Sheep Street/Silver Street | Midland Road | Cambridge Street/ Gloucester Place | Burystead Place | Pebble Lane | All Hallows Church (trees) |
| Across the street display (27) | 9 | 9 | 4 | 4 | 1 | 1 | 0 |
| Wall Lights (22) | 11 | 0 | 4 | 7 | 0 | 0 | 0 |
| Festoon lights | 128m | 0 | 0 | 70m | 0 | 0 | 180m |
| Tree lights (1 x 22m tree) | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Festoon for existing tree (1) | 100m | 0 | 0 | 0 | 0 | 0 | 0 |



2. Contractor Requirements:

- 2.1 To provide a schedule for the installation and removal of the decorations.
- 2.2 To specify the warranty period for the installed lights and related equipment.
- 2.3 To provide details of any ongoing maintenance services included in the contract.
- 2.4 To outline the process for addressing any damages or malfunctions during the contract period.
- 2.5 To include any relevant certifications or qualifications held by the contractor.
- 2.6 To provide a Method Statement for the installation and removal of the lighting scheme.
- 2.7 Meet all necessary regulations.
- 2.8 Inform the council of any potential or unforeseen costs or delays not included within the quote.
- 2.9 The contractor is required under this tender to notify the council whether any part of this contract will be subcontracted.
- 2.10 To store the lights securely and safely when not in use.

3. Communication between parties

- 3.1 The contractor will be required to provide a single point of contact who will liaise with the council to deliver the awarded scheme.
- 3.2 The contractor will be responsible for coordinating all health and safety and its workers' welfare for the duration of the contract. They should inform the Council as soon as practicable of any accident or incidents reportable under the RIDDOR 2013 requirements. The contractor will be required to demonstrate the means by which they ensure the information is disseminated to their operatives.
- 3.3 The contractor must carry out regular safety inspections and copies of safety inspection reports must be made available to the Council.

4. Setting out

- 4.1 The contractor shall be responsible for the accurate setting out to true line and level the whole of the work and to provide at their own expense all instruments and equipment necessary.
- 4.2 The contractor shall be responsible for all errors made in setting out the works or defects of workmanship, whether executed by their workmen or staff, or by workmen or staff of any sub-contractor, such errors or defects shall be remedied to the satisfaction of the contract administrator by and at the cost of the contractor.